

EDITED TASK LISTING

CLASS: Business Service Assistant (Specialist)

NOTE: Each position within this classification may perform some or all of these tasks

Task #	Task
1.	Assists in performance of technical and analytical business service work of average difficulty related to telecommunication functions (e.g. activation and installation of equipment, etc.) to ensure quality services are provided using various resources (e.g. knowledge of phone services, vendors, policy, procedures, etc.) as needed.
2.	Assists in performance of technical and analytical business service work of average difficulty related to procurement functions (e.g. various commodities to ensure quality services are provided using various resources (e.g. policies, procedures, best value, laws, rules, regulations, etc.) on a daily basis.
3.	Assists in performance of technical and analytical business service work of average difficulty related to capital outlay functions to ensure quality services are provided using various resources (e.g. best value, laws, rules, regulations, budgets, policies, procedures, etc.) as needed.
4.	Assists in performance of technical and analytical business service work of average difficulty related to facilities management functions (e.g. building maintenance, commercial lease management, space management, telecommunications, etc.), to ensure quality services are provided using various resources (e.g. policies, procedures, laws, rules, regulations, budgets, etc.) as needed.
5.	Assists in performance of fiscal management of state owned, leased, office and industrial properties to ensure fiscal accountability and continuity of services using various resources (e.g. budget, contracts, policies, procedures, laws, rules, regulations, etc.) as needed.
6.	Assists with reviewing various written documents (e.g. procurement, telecommunications, and space action requests, etc.) for accuracy/completeness/compliance using various resources (e.g. equipment, aids, processes, laws, rules, regulations, etc.) as needed.
7.	Assists with Coordinating/Overseeing contract maintenance to ensure fiscal and quality services are provided using various resources (e.g. laws, rules, regulations, policies, procedures, etc.) as needed.

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8.	Assists with coordinating the bid process to ensure all appropriate vendors are included for the identified scope of services/specifications using various resources (e.g. knowledge, laws, rules, regulations, policies, procedures, etc.) as needed.
9.	Reviews bids submitted by vendors to determine certification and best value (cost/quality) for the services/specifications needed using various resources (e.g. knowledge, laws, rules, regulations, policies, procedures, etc.) as needed.
10.	Prepares Contract/Purchase Delegation Orders to encumber funds from appropriate allotments and ensure compliance with applicable state purchasing rules and regulations as needed.
11.	Assists with preparing various contract requests (e.g. commodities, services, and etc.) to provide information and identify appropriate scope of services/specifications using various resources (e.g. laws, rules, regulations, policies, procedures, etc.) as needed.
12.	Processes purchase orders in an emergency situation to facilitate purchasing for commodities and services above the delegated limit using various resources (e.g. laws, rules, regulations, policies, procedures, etc.) as requested.
13.	Assists with reviews of sole source procurement/contract requests to determine validity and ensure compliance with various laws, rules, and regulations, etc. as requested.
14.	Monitors the flow of the procurement process to ensure the timeliness of receipt of products and services using various tools, aids, equipment and/or processes as needed.
15.	Assists with the development and review of Budget Concept Statements/Budget Change Proposals to obtain approval and secure funding for necessary equipment, staffing, services, etc. utilizing various resources, on an as needed basis.
16.	Reviews and audits procurement documents for compliance with departmental mandates, legal and/or approval requirements i.e., standard forms 204 and 21, DVBE/Small Business, approvals - departmental, agency, business service forms, PIN, etc.
17.	Prepares the Recycle Content Product (RCP) report to identify reportable categories and RCP content to ensure compliance with various laws, rules, regulations, etc. utilizing RCP certification from vendors, tools, equipment, catalogs, etc., as required.

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18.	Prepares various written documents (e.g. reports, correspondence, analysis, forms, etc.) to provide information and ensure compliance with various laws, rules, regulations, etc. using various tools, aids, equipment and/or processes as needed.
19.	Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
20.	Regularly provides on the job training to appropriate staff on various functions of the procurement process to expand their knowledge and ensure efficiency and compliance with established rules, regulations, etc. using various resources (e.g. knowledge, interpersonal skill, policies, procedures, etc.) on a daily basis.
21.	Maintains accountability of vehicles, various State credit cards and keys (e.g., forms/logs) for use by appropriate staff for official state business on a daily basis.